

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES  
TUESDAY, June 26<sup>th</sup>, 2018**



**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL  
BUSINESS MEETING MINUTES**

**REGULAR MEETING  
TUESDAY, June 26<sup>th</sup>, 2018**

*The Austin Area Comprehensive HIV Planning Council convened in a regular meeting on Tuesday, June 26<sup>th</sup>, 2018 at City Hall, 301 West 2<sup>nd</sup> Street, Room 1027 in Austin, Texas.*

**Chair *Justin Smith* called the Board Meeting to order at 6:00p.m.**

**Council Members in Attendance:**

***Chair Justin Smith, Vice Chair L.J. Smith, Secretary Glenn Crawford, Akeshia Johnson Smothers, Barry Waller, Dale Thele, Emma Sinnott, Roger Baltazar, Wh5itney Bulna.***

**Staff in Attendance: *Cassandra (Cassie) DeLeon, Program Manager, Laura Still, Planner, Halana Kaleel, Administrative Senior***

**Administrative Agent: *Glenn Selfe, Brenda Mendiola, Patricia (Trish) Niswander***

**Presenters: *None***

**1. CERTIFICATION OF QUORUM**

Chair Justin Smith established and certified Quorum.

**2. CITIZEN COMMUNICATION**

- a. Samuel Goings from KIND Clinic introduced himself to Planning Council and his role at KIND Clinic.
- b. Alberto Barragan from AIDS Services of Austin (ASA) will present on Agenda Item #7.
- c. Paul Scott from ASA Clinic introduced himself to council.
- d. Kristi Hanle from Brazos Valley Council of Governments (BVCOG) will present on Agenda Item #6 for Ryan White Part B Report.

**3. INTRODUCTION/ANNOUNCEMENTS**

No announcements occurred.

**4. APPROVAL OF MINUTES**

The minutes from the meeting of May 22<sup>nd</sup>, 2018 were approved.

**5. COMMUNITY INITIATIVE PRESENTATIONS**

- a. Prepare for Austin Fast Track Cities/Getting to Zero Involvement
  - i. Council Member Akeshia Johnson Smothers spoke on the recent launch of the Austin Fast Track Cities/Getting to Zero Involvement that occurred June 20<sup>th</sup> 2018.
  - ii. Planning Council will be asked to participate on workgroups for this initiative.

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- iii. Committee Member Emma Sinnott asked about the timeline for the online dashboard on the Fast Track Cities website, as well as real time updates can be provided through this source.
  - Council Member Akeshia Johnson Smothers said the dashboard is in progress and she will work on looking into real time updates.

**6. ADMINSTRATIVE AGENCY REPORT**

- a. Part A
  - i. Administrative Agent Glenn Selfe presented the Part A and MAI Grants Administration/Management Update.
    - Final Part A award was received.
    - Planning Council will be visited August 28<sup>th</sup>, 2018 b HRSA during their site visit. Meeting with Executive Committee with HRSA will occur before this meeting.
    - Council will have the opportunity to have input on FY19 Ryan White Part A grant application, work will take place with Executive Committee to create timeline for input.
  - ii. Administrative Agent Brenda Mendiola presented Quality Management Updates, Client Complaints, and all other updates (*See Appendix A for Part A Agency Report*)
- b. Part B
  - i. Kristi Hanle, BVCOG present on Part B.
    - Competitive RFP update is occurring.
    - Working with Department of State Health Services (DSHS) to amend Housing Opportunities for Persons with AIDS (HOPWA).
- c. Staff Report
  - i. The presentation was made by Support Staff, Laura Still (*See Appendix B*).

**7. COMMITTEE REPORTS:**

- a. Executive Committee (Presented by Chair, Justin Smith)
  - i. MOU between HRAU and Planning Council
    - Executive Committee has been reviewing MOU as part of annual review of Planning Council documents.
    - Continuing to review for clarification of internal procedures.
    - No changes at this point.
  - ii. Vote on recommended changes to the Bylaws
    - Executive Committee recommendation adopting Bylaws of the HIV Planning Council (*See Attachment A*) was approved on a 9-0 vote.
- b. Comprehensive Plan Committee (Presented by Committee Chair, Glenn Crawford)
  - i. Comprehensive Plan Monitoring Update
    - Planning Council reviewed Comprehensive Plan Updates (*See Attachment B*).
  - ii. Needs Assessment Phase II
    - First focus group occurred in June with consumer panel from HRSA Ryan White Part C visit.
    - Council Member Akeshia Johnson Smothers and Support Staff Cassie DeLeon are coordinating to pilot key informant interviews with Austin Public Health Social Workers.
  - iii. Standards of Care
    - Comprehensive Plan Committee recommendation adopting Universal Standard of Care (*See Attachment C*) was approved on a 9-0 vote.

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- c. Allocations Committee (Presented by Committee Chair, L.J. Smith)
  - i. FY 19 PSRA Process update
    - Timeline of Priority Setting and Resource Allocation was reviewed.
    - Support Staff has provided data to Allocations Committee and the committee is currently reviewing.
    - Alberto Barragan from AIDS Services of Austin (ASA) discussed concerns about the allocations process and the proposed method of proportionately distributing carryover funds into service categories. He expressed as the Director of Prevention at ASA he struggles because of lack of funds for resources for outreach and funding for fulltime staff.
  - ii. FY18 Reallocations
    - Transfer of Outreach to EIS
      - Allocations Committee recommendation adopting Transfer of Outreach Funding to EIS Funding was approved on a 6-0-3 vote. Those members voting aye were: Council Members Chair Justin Smith, Vice Chair L.J. Smith, Secretary Glenn Crawford, Akeshia Johnson Smothers, Barry Waller, and Dale Thele. Council Members Emma Sinnott, Roger Baltazar, and Whitney Bulna abstained.
    - Allocation of additional funds previously in Quality Management budget
      - Allocations Committee recommendation adopting additional funds previously in Quality Management budget was approved (*See Attachment D for vote details*)
  - iii. FY17 Carryover Allocations
    - Allocations Committee recommendation adopting Carryover Part A funding and Carryover MAI Funding was approved (*See Attachment E for vote details*)
  - iv. Please see *Attachment F* for Summary of FY18 Part A Reallocations and FY17 Carryover Approved by HIV Planning Council.

**8. TECHNICAL ASSISTANCE**

- a. Planning Council Reflectiveness Survey
  - i. Document was handed out by Support Staff and completed.
- b. Conflict of Interest
  - i. Document was not completed at this time.

**9. ADJOURNMENT**

Chair *Justin Smith* adjourned the meeting at 7:18p.m. without objection.

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**Appendix A**



**Austin TGA Administrative Agent's Report  
to HIV Planning Council  
June 26, 2018**

**PART A & MAI GRANTS ADMINISTRATION/ MANAGEMENT UPDATE**

- The FY18 Part A Final Award was received May 23, 2018. The Austin TGA was awarded \$4,920,720, a 1.58% increase from FY17, but less than the 5% increase requested. Due to a mathematical quirk related to a higher percentage MAI increase, the Council's adopted allocation model places the final allocation by service type out of compliance with the Ryan White HIV/AIDS Program (RWHAP)'s requirement that a minimum of 75% of funding be allocated to and expended on Core Services. Please see the attached memo for additional detail. Council's June 26 Business Meeting agenda includes an Allocations Committee action item to bring the FY18 Award allocation into compliance with the 75% Core Services requirement. Allocations has also provided a recommendation on the \$62,000 in FY18 funding released by the AA from the Quality Management allocation to be invested in direct services.

The AA has been unable to notify subrecipients of final awards for the year due to the 75/25 issue, but will be able to do so immediately after Council adopts a solution.

- HRSA issued the FY19 Part A Notice of Funding Opportunity (NOFO) on May 30, 2018. The Austin TGA is authorized for a maximum request of \$5,166,765, a 5% increase over the FY18 award. A HRSA information/technical assistance webinar on the FY19 NOFO/Application is scheduled for July 19, and the AA is finalizing a Work Plan to create the complex Application package. The application is due September 21, 2018.
- The Council's Allocations Committee has approved an allocation plan for FY17 carryover funds. Contingent upon full Council approval, the AA will create and submit the official FY17 Carryover Request as soon as practicable after the FY17 Part A/MAI Federal Financial Report (FFR) is submitted to HRSA.
- Preparations for the HRSA Part A Site Visit August 28-31 are in full swing. While a draft Agenda is still being created, the Part A Project Officer has already indicated that the Site Visit team will wish to meet with the Planning Council Executive Committee before the Council's August 28 Business Meeting. The Pre-Site Visit conference call with the HRSA team (Project Officer, HRSA consultants, and the Southern Services Branch Chief of the Division of Metropolitan HIV/AIDS Programs) is scheduled for August 2. In the meantime, AA staff are reviewing and updating materials that were assembled for the cancelled August 2017 visit, as well as gathering additional materials and information that have been identified.
- At the request of HRSA HIV/AIDS Bureau (HAB) administrators, AA Staff participated in a conference call with HAB Leadership and other Texas Part A Administrative Agents on May 18



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to discuss how collaboration, communication and partnering with the Texas Department of State Health Services (DSHS) and the Part B Program can be strengthened and improved.

**PART A & MAI FISCAL UPDATE**

**FY18 Expenditure Summary March 2018-April 2018** **Percent of year elapsed: 17%**

CATEGORY	Budgeted Amount	Expended Amount	Percent Expended
DIRECT SERVICES*	\$4,182,620	\$898,115	21%
ADMINISTRATION (HRAU & Planning Council Support)	\$492,073	\$54,602	11%
QUALITY MANAGEMENT	\$246,036	\$31,207	13%
<b>TOTAL</b>	<b>4,920,729</b>	<b>983,924</b>	<b>21%</b>

\*Does not include \$62,000 in Quality Management funding reassigned to Direct Services (awaiting Council approval)

Expenditures by service category are provided monthly to the Allocations Committee.

**QUALITY MANAGEMENT UPDATE**

- The CQI Committee met on June 14. Agenda topics included: service providers' quality improvement projects updates, standards of care revision progress, launch event for Fast Track Cities/Getting to Zero initiative, Red Ribbon HIV resources directory for Austin, status of Texas Department of State Health Services (DSHS) revised Eligibility to Receive HIV Services Policy, new and planned services at Austin Sexual Health and Wellness (ASHwell) clinic, Return to Care Program update, and review of FY 2017 Part A Outcomes Report.
- CQM staff will be participating in Fast Track Cities/Getting to Zero Consortium Workgroups, particularly in the following areas: Testing and Rapid Linkage; and Retention, Reengagement, and Viral Suppression.
- Rapid Linkage to Care Program started at the David Powell Clinic on June 4. The model incorporates various rapid linkage processes and a goal of diagnosing and linking patients into care, with ART provided within 24-72 hours.
- Service provider CQM Plans were submitted on or before May 30, and currently are being reviewed. Onsite CQM meetings will be scheduled in July.
- Developing a plan for evaluation/assessment of the local HIV care system is on hold until completion of the upcoming Part A site monitoring visit.



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- Nonviolent Crisis Intervention training has been scheduled for July 25.

**CLIENT COMPLAINTS**

One client complaint was reported on the Client Complaint/Grievance Log, but it was satisfactorily resolved at the agency level.

**OTHER**

- HRSA has issued a Request for Information (RFI) to solicit information on Administrative Streamlining and Burden Reduction. The RFI contains three HIV/AIDS Bureau items for comment: Minimizing the burden of the 75% Core Medical Services Waiver process; a change in scope of unduplicated client reporting in the annual Ryan White Services Report (RSR); and comment on the RWHAP requirement that clients' eligibility be certified twice annually. The Press Release for the RFI is attached. Comments are due to HRSA no later than July 2.
- HIV Resources Administration Unit (HRAU) staff continue work on a Request For Applications (RFA) for City of Austin General Fund HIV Contracts. Approximately \$630,000 in annual funding is expected to be available through the competitive procurement process. The current timeline calls for the RFA to be released in late July, with applications due in early September. Existing contracts are being extended for a six-month period, with new contracts awarded as a result of the solicitation beginning April 1, 2019.
- HRAU hosted its HRSA Part C Project Officer and three HRSA consultants June 12-13 for a Part C site/technical assistance visit. At the Exit Conference, the consultants stated that there were no Fiscal or Administrative Findings, noted as very unusual by the HRSA team. The visit included a lunch with Ryan White consumers, from which the team reported that participants were highly complementary of the services they receive from Austin Ryan White providers, and in turn value the services and providers that deliver their medical and supportive care. The information provided at the Exit Conference regarding the Clinical Quality Management Program reported that there are opportunities for improvement in the CQM Plan and in certain services, but specific Findings and/or recommendations will not be understood until a written report is received. The structure and focus of the RWHAP Part C program differs from that of Part A, although HRAU makes every effort to apply uniform requirements of subrecipients in both Parts in order to minimize administrative burden. The Part C Program serves clients in 10 Central Texas counties, including the five in the TGA, and the FY17 award was approximately \$860,000. HRAU has not yet received a final FY18 award for Part C.
- Austin joined the *Fast Track Cities* initiative with the signing of the "Paris Declaration" by the Mayor and County Judge at a ceremony held June 20, 2018. Austin is the 97<sup>th</sup> global, 20<sup>th</sup> U.S., and second Texas signatory to the UNAIDS initiative, of which the ultimate goal is to end the AIDS epidemic by 2030. Locally, the **Getting To Zero** plan aims for success in Austin/Travis



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County partially by achieving 90/90/90 in the HIV “Cascade” by 2020: 90% of Persons Living With HIV will know their status, 90% of those who know their status will be on antiretroviral treatment, and 90% of those on antiretroviral medication will be virally suppressed. Data presented at the signing ceremony indicate that the viral suppression goal has already been accomplished in Travis County. Cascade targets rise to 95/95/95 by 2030. The initiative solidly joins the prevention and care aspects of HIV services, particularly targeting people at risk with Pre-Exposure Prophylaxis (PrEP), and People Living With HIV with rapid linkage to medical care and viral suppression. Much more information is available at [www.fast-trackcities.org](http://www.fast-trackcities.org) and at [www.facebook.com/AustinFTC/](https://www.facebook.com/AustinFTC/).

- **Upcoming Conferences of Interest**

U.S. Conference on AIDS, Orlando, September 5-8 (<http://2018usca.org>)

HIV & Aging Conference, Austin, September 7 ([www.hivandagingconference.com](http://www.hivandagingconference.com))

Texas Health Literacy Conference, San Antonio, October 4-5 ([www.sahealthliteracy.com](http://www.sahealthliteracy.com))

Texas HIV/STD Conference, Austin, November 27-29 ([www.dshs.texas.gov/hivstd/conference/2018/](http://www.dshs.texas.gov/hivstd/conference/2018/))

Ryan White National Conference, Oxon Hill, MD, December 11-14



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**Appendix B  
Planning Council Staff Report  
June 26, 2018 Business Meeting**

**ANNOUNCEMENTS**

**National HIV Testing Day in Texas – June 27<sup>th</sup> 2018**

- Austin Public Health is offering free HIV and STI testing 3PM-7PM
  - Walgreens- 1144 Airport Blvd, Austin, TX 78702

**NATIONAL HIV TESTING DAY**

**JUNE 27, 2018  
10AM-7PM**

**THE Q AUSTIN    WALGREENS**  
2906 MEDICAL ARTS    1920 E RIVERSIDE DR

**FREE HIV TESTING**  
MORE INFO: [ASAUSTIN.ORG/TESTING](http://ASAUSTIN.ORG/TESTING)

LET'S GET TO  
**100 TESTED!**

**HIV and Aging Conference- September 7<sup>th</sup>** [Click Here to Register Today!](#)

**STAFF ACTIVITIES**

**Ryan White Part A Grant Activities**

- Project Officer Conference Call Updates
- Preparing HRSA Program Terms Report Due August 21<sup>st</sup>
- Ryan White Part A Grant Application due September 21<sup>st</sup>
- Coordinating with HRAU on allocation and reallocation processes, policies, and data needs

**Texas HIV Syndicate Participation**

- Bi-annual TX HIV Syndicate Meeting June 4-5
  - State End the Epidemic Plan draft finalized
  - Regional co-chair

**Needs Assessment**

- Facilitated focus group June 12<sup>th</sup>
- Coordinating with HRAU and community partners to administer additional focus groups
- Will support PC members in conducting field test of key informant interview with APH HIV Social Work Staff
- Submitted abstracts for 2018 Texas HIV/STD Conference Poster Presentation and National Ryan White Conference

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**Comprehensive Planning**

- Gathered comprehensive plan updates from CQI committee and broad community stakeholders
- Updated monitoring plan with community feedback

**Outreach and Recruitment**

- Fast Track Cities June 20<sup>th</sup> Launch
- Film screening ‘deepsouth’
- Developing/revising outreach pamphlet into one page flyer
- Social media posts
- Planning Council Monthly Digest Email
- Following up on interest forms and recruitment directives from Executive Committee

**Assessment of the Administrative Mechanism**

- Out to providers week of June 26<sup>th</sup>, due July 10<sup>th</sup>, will present results to Allocations committee June 24<sup>th</sup>

**Technical Assistance and Training**

- National Ryan White Conference
- Parliamentary Procedures
- Coordinating By-Laws approval process with city attorney
- Community Workshop “Understanding PEP”

**Partnerships**

- Providing subject matter expertise to Getting to Zero/Fast Track Cities Initiative
  - Fast Track Cities June 20<sup>th</sup> Launch

**Other**

- City of Austin Open Data Portal project